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FEDERAL GOVERNMENT ACCOUNTANTS ASSOCIATION OF WASHINGTON

Founded September 14, 1950

P. O. BOX 423
WASHINGTON, D. C., 20044

Executive Registry
65-6676

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November 11, 1965

Honorabel William F. Raborn, Jr.
Director of Central Intelligence
Washington, D. C. 20505

Dear Admiral Raborn:

The Washington Chapter of the Federal Government Accountants Association invites your agency to again participate in a program to give recognition and to honor government employees who have made outstanding contributions in the improvement of financial management.

The enclosed brochure provides a description of our Seventh Annual Awards Program. May we have your cooperation in naming persons whom you consider have made outstanding contributions to financial management? Your agency is cordially invited to nominate persons in the areas of financial activity suggested under paragraph five of the enclosed brochure or in related areas not named. In making nominations, your agency may use an existing awards program for this purpose.

The agency nominations are due February 28, 1966. The nominations should be sent to Mr. Ben Wosten, Chairman, Committee on Cooperation with Government Agencies, Washington Chapter, Federal Government Accountants Association, P. O. Box 423, Washington, D. C. 20044. If you or your agency awards committee have any questions, please write the Committee on Cooperation with Government Agencies, Washington Chapter, Federal Government Accountants Association or call any member listed on the back of the enclosed brochure.

We thank you for your cooperation in this worthwhile endeavor wherein we can acknowledge and honor the outstanding work of Government personnel in the financial management field.

Sincerely yours,

Jack Haney

Jack Haney
President

Enclosure

Federal Government Accountants Association

Sponsored By



Announcing The 7th Annual Awards Program for
Outstanding Achievement in the Improvement of
Financial Management in the Federal Service

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1. Purpose. The purpose of the Federal Government Accountants Awards Program is to accord special recognition of outstanding achievement in developing and improving financial management in the Federal Service through effective use of accounting as an integral element thereof, and to stimulate interest in accounting as a professional career in the Federal Government.

2. Type of Award. The awards will be honorary in recognition of creative efforts and important contributions toward Federal financial management objectives. Recognition will be given by the awarding of scrolls to outstanding individuals, or groups, who meet the standards stated in these rules and guidelines. From those nominated by the agencies, selections for the awards will be made by the Awards Committee.

3. Awards Committee. The Awards Committee will be appointed by the President of the Washington Chapter.

4. Eligibility. Any member of the FGAA of Washington or any person in the Washington Metropolitan Area who was employed in the Federal Service at the time the work being recognized was performed will be eligible for consideration for an Award. The individual must have a record of exceptional competence, integrity and devotion to his field of endeavor and his achievement must constitute a notably outstanding contribution to financial administration, during the year immediately preceding February 28, 1966.

5. Area of Awards. Nominations for awards are requested (see item 7) in the area of financial management as determined by the Awards Committee. This area may include, but is not limited to such activities as:

- a. Accounting systems
- b. Auditing
- c. Budgeting
- d. Accounting operations
- e. Programming
- f. Financial reporting
- g. Automatic data processing
- h. Financial management training
- i. Performance and productivity accounting

6. Guidelines and examples of Achievement to be Considered. In selecting candidates for nomination, agencies should consider accomplishments made to implement financial management legislation designed to improve management planning and control techniques and, through better use of in-

formation, has resulted in more efficient and economical operations. Examples:

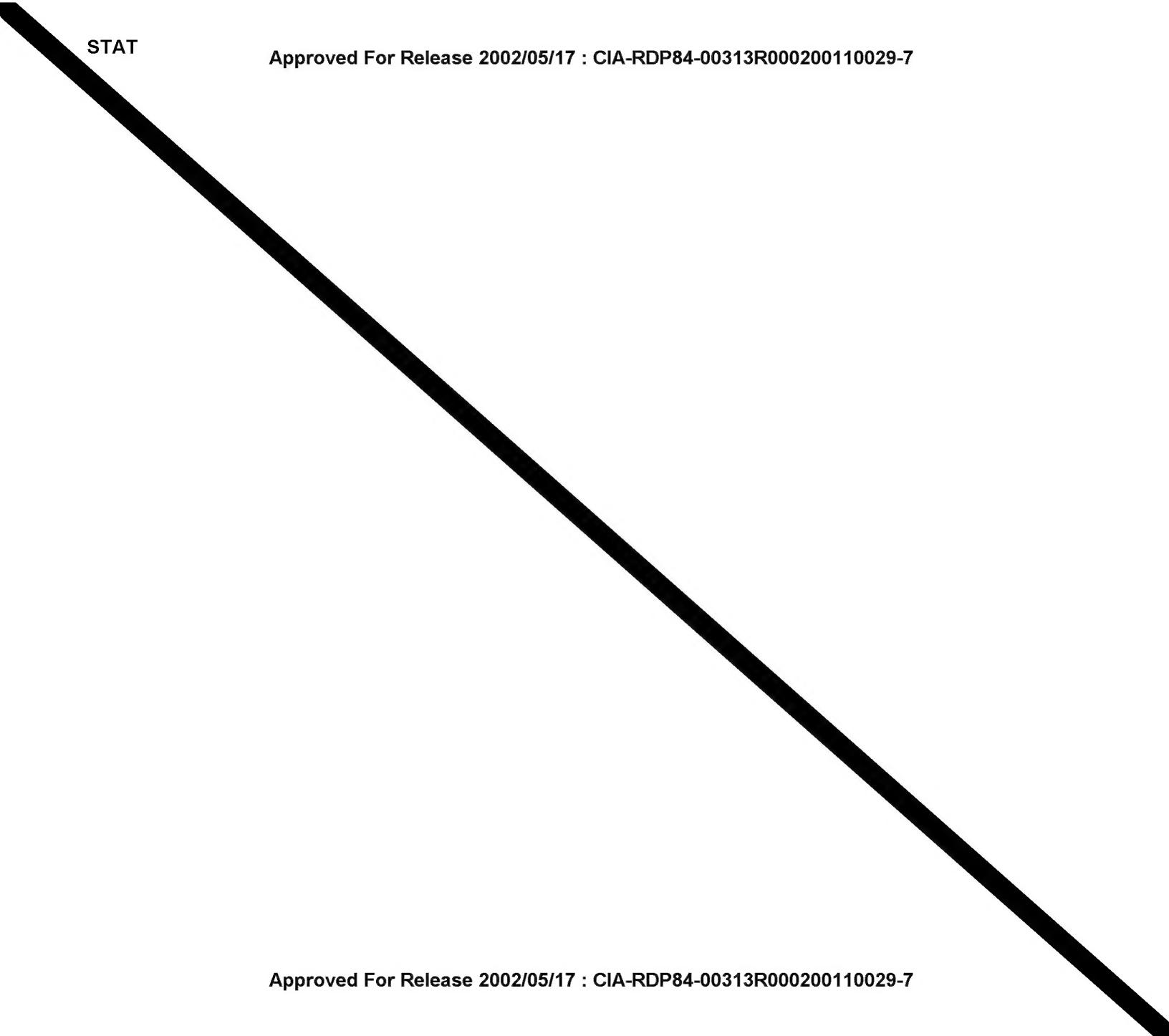
- a. Developed a single integrated financial management system, based on a framework of planning and control by activity and area of responsibility, and utilizing costs as a basis of control at operating levels in tandem with fund management and control only at appropriately higher levels.
- b. Conducted a complete functional analysis of agency operations, resulting in an approved activity account structure, by organization unit, for common use in budget formulation, presentation, and execution; and identification of related quantitative data for regular use in projection and performance evaluation.
- c. Developed and documented an accrual accounting system in conjunction with or in contemplation of internal cost-based budgeting, designed to serve through effective reports the informational needs of an existing or planned integrated financial management system.
- d. Developed and initiated a comprehensive system for the overall audit of major agency-wide programs.
- e. Initiated or developed an automatic data processing system to meet the agency's financial and statistical reporting needs.
- f. Developed a comprehensive financial management training program.
- g. Conducted a comprehensive financial management study which resulted in the establishment of more efficient and effective management.

7. Nominations. Each nomination should be supported by a written justification which should cite specific examples and details. The supporting data should be limited to facts, insofar as possible, rather than opinions or conclusions and should not exceed two typewritten pages. The nomination should include the nominee's name, position, title and grade, organizational location, residence or post office address, education, degrees received and any other pertinent information. Agencies should feel free to use their existing awards program when selecting nominees.

All nominations must be in the hands of the Committee by February 28, 1966, mailing address as follows: Ben Wosten, Chairman, Committee on Cooperation with Government Agencies, P. O. Box 423, Washington, D. C. 20044.

8. Presentation. The awards will be presented publicly at the regular dinner meeting of the FGAA of Washington in May 1966. The award winners will be guests of honor. As much publicity as possible will be given Award Winners.

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